

**100% PHOTO ID CHECK
TO ENTER THE BUILDING**

**Hours of Operation:
8:30 am - 4:00 pm**



**3720 MARTIN LUTHER KING AVE., SE
WASHINGTON, DC 20032
202-741-7747
www.dcnetworks.org**

**Walk In Services
Tuesday - Thursday, 9:00 am - 11:30 am**

SEPTEMBER 2012

**Unemployment Compensation
Daily, 9:00 am - 3:00 pm**

Mon	Tue	Wed	Thu	Fri
<p>3</p> <p>LABOR DAY OBSERVED</p> <p>CENTER CLOSED</p>	<p>4 Re Employment Program 9am-12noon Room 250 (By Invitation Only)</p> <p>Interviewing Skills 9:30am-10:30am Room 103</p> <p>MS Digital Alliance 11:30 am-1:00 pm Room 102 (Aug 27th—Sept. 19th)</p> <p>General Orientation and Training Information Workshop 2:30 pm– 4:00 pm Room 250</p>	<p>5</p> <p>General Orientation and Training Information Workshop 9:00 am - 10:30 am Room 250</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>Resume Building 200 2:30pm-3:30pm Room 102</p>	<p>6</p> <p>Re Employment Program (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>7</p> <p>CASAS Exam 10:00 am-2:00 pm Room 248</p>
<p>10</p> <p>Resume Building 100 9:30am-10:30am Room 103</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>Navigating DCNetworks 2:30pm-3:30pm Room 102</p>	<p>11</p> <p>Re Employment Program 9am-12noon Room 250 (By Invitation Only)</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>General Orientation and Training Information Workshop 2:30 pm– 4:00 pm Room 250</p>	<p>12</p> <p>General Orientation and Training Information Workshop 9:00 am - 10:30 am Room 250</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>Resume Building 200 2:30pm-3:30pm Room 102</p>	<p>13</p> <p>Re Employment Program (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>14</p>
<p>17</p> <p>Resume Building 100 9:30am-10:30am Room 103</p> <p>MS Digital Alliance 11:30am - 1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>Interviewing Skills 2:30pm-3:30pm Room 103</p>	<p>18</p> <p>Re Employment Program 9am-12noon Room 250 (By Invitation Only)</p> <p>MS Digital Alliance 11:30am - 1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>General Orientation and Training Information Workshop 2:30 pm - 4:00 pm Room 250</p>	<p>19</p> <p>General Orientation and Training Information Workshop 9:00 am - 10:30 am Room 250</p> <p>MS Digital Alliance 11:30am - 1pm Room 102 (Aug 27th—Sept. 19th)</p> <p>Resume Building 200 2:30pm– 3:30pm Room 102</p>	<p>20</p> <p>Re Employment Program (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>21</p> <p>CASAS Exam 10:00 am-2:00 pm Room 248</p> <p>Bank on Your Money - Financial Workshop 10:00 am —11:30 am</p>
<p>24</p> <p>Resume Building 100 9:30am-10:30am Room 103</p> <p>MS Digital Alliance 11:30am - 1pm Room 102 (Sept 24th-Oct 19th)</p> <p>Navigating DCNetworks 2:30pm-3:30pm Room 102</p>	<p>25</p> <p>Re Employment Program 9am-12noon Room 250 (By Invitation Only)</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Sept 24th-Oct 19th)</p> <p>General Orientation and Training Information Workshop 2:30 pm – 4:00 pm Room 250</p>	<p>26</p> <p>General Orientation and Training Information Workshop 9:00 am - 10:30 am Room 250</p> <p>MS Digital Alliance 11:30am-1pm Room 102 (Sept 24th-Oct 19th)</p> <p>Resume Building 200 2:30pm-3:30pm Room 102</p>	<p>27</p> <p>Re Employment Program (By Invitation Only) 9:00am-12:00 Noon Room 250</p>	<p>28</p>

Calendar Schedules are Subject To Change

First Come, First Served Seating.

A sign-in sheet will be located at the **Reception desk one (1) hour before designated start time on the day of workshop or orientation.** In fairness to all **workshop or orientation participants**, doors will be closed and begin at scheduled start time. Although DOES makes every effort to maintain our schedules as assigned, workshops/orientations times are subject to change without prior notice. **Seating capacity strictly enforced.**

Inclement Weather Policy

Workshops/Orientation **MAY** be cancelled if the District Public Schools are closed or delayed, or if the instructor is delayed due to severe weather. **BEFORE YOU TRAVEL**, find out if the session is cancelled by calling **202 741-7747.**

General Orientation and Training Information Workshop

This One-Stop Career Center workshop is designed to provide participants with general information and services provided by the Department of Employment Services and the One-Stop Career Center programs which includes an overview of various occupational training opportunities available and reviews the training applicant process. **Seating capacity 25**

Resume Building 100 and 200 Workshop

Resume 100 workshop focuses on the elements of building a professional resume and will discuss the 3 main resume types while providing the basic steps of preparing and building a resume using DCNetworks.org. **Seating Capacity 25**

Resume 200 workshop focuses on the review and development of resumes for experienced professionals in the workforce. Emphasizing career accomplishments, highlights, competencies and professionalized summaries.

Seating capacity 25.

Navigating DCNetworks

Participants will learn how to successfully navigate in DCNetworks.org to create job searches, set-up Virtual Recruiters, create Resumes and other features to assist with their employment search. **Seating capacity 10**

Interviewing Skills

Participants will learn how to answer the top ten questions asked during an interview to obtain more successful results and land the job. **Seating capacity 25.**

Bank on Your Money, from Bank on DC

A Financial Literacy Workshop, "The "Bank on Your Money" classes feature the basics of banking, savings, the differences between types of accounts financial institutions offer, the fee and how to manage your money.

Microsoft Digital Alliance Workshop

Receive computer instruction in a three-part series ranging from Basic to Advanced. This workshop is designed to teach customers how to apply current and emerging computer language and technologies which can be used in the professional workplace. The workshop requires a four (4) week commitment, three days per week. Customers must pre-register by contacting T. Bradley at 202-724-7747 **Reservations are required. Seating Capacity 14.**

Unemployment Insurance Benefits Services

Customers can file their initial or weekly claims using DCNetworks.org. Customers can speak with a Claims Examiner to discuss issues related to their claim. 8:30 a.m. - 3:00 pm. (service

REGISTRATION IN DC NETWORKS IS REQUIRED BEFORE SERVICES CAN BE RENDERED.

You can register at www.dcnetworks.org